

General Program Administration

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&

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Health and Wellness for all Arizonans

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Program Administration Highlights

- Reports/CER are due to ADHS by the 30th of each month following the reporting period
- Added Subcontractor compliance issues to site visit tool
- New Physical Activity Coordinator's job qualifications description
- Reminder-Biweekly time certification

Highlights- Continue

- Enhanced Coordination and Collaboration Requirements policy
- Training and Meetings policy
- Civil Rights Policy

Contractors/ Subcontractor Procedures

- All Contractors and subcontractors program activities must ensure compliance with all applicable Federal laws, rules, regulations including the Civil Rights and Office of Management and Budget (OMB) regulations governing costs issues.
- Reporting- CER's, Monthly & Quarterly- Due 30th of following month. Contractor must verify records and ensure records maintained
- Civil Rights compliance
- Site Visits-Contractors are required to conduct subcontractors' site visits at least annually

Subcontractor Procedures cont.

- Purpose of Site Visits
 - Strengthen partnerships and gain a better understanding of the programs
 - Observe the quality of nutrition education activities
 - Observe areas of improvement and /or expansion
 - Provide technical assistance and obtain feedback
- Review tools **must** be AzNN approved

Program Site Visits

- Site sites may also include visits to subcontractors. Contractors will be asked to facilitate those visits .
- Contractors required to observe and review/document agency nutrition education activities.

Recap & Questions

- What are the consequences for not having reports & CERs submitted by the 30th of the following months?
- True or False : Contractors must use site visit tools in the policy & procedures manual to complete subcontractors annual site visits ?
- How often contractors are required to do subcontractor's site visits?

Staffing

Physical Activity Coordinator

- Responsible for physical activity education
- Possess nutrition and food science knowledge
- Physical Activity degreed and experienced professional

Time Documentation

- Continuous Time Reporting
- Management/Administrative vs. Direct Delivery
- Employee & Supervisor Signature
- Weekly Records signed **Bi-monthly**

Time Documentation

Management/Admin

- Tasks related to administration of the program.
Examples: personnel supervision, payroll, meetings/trainings, preparing reports, etc.
- Travel to and from meetings.

Direct

- Tasks related to administration providing SNAP-Ed. Examples: preparing lesson plans, teaching nutrition education, ordering materials, making referrals to SNAP and WIC, etc.
- Travel to and from nutrition education activities



Time Documentation

- Employees 100% SNAP-Ed
 - Must have 100% of time spent on SNAP-Ed activities.
 - Requires a certification at least every 6 months.
- Employees <100% SNAP-Ed
 - After the fact distribution
 - All activities
 - Prepared at least monthly and must match one or more payrolls



Labor Activity Report

Labor Activity Report

Department of Health Services

Pay Period: 09/20/09 To: 10/03/09

Name: _____ Position No: _____ Timekeeper's Name: _____
 EIN: _____ Telephone Number: _____

Default Funding	% Change	Description	Index	PCA	AY	-%	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	Total	
							S	S	M	T	W	T	F	S	S	M	T	W	T	F		
																						0
																						0
																						0
																						0
																						0
																						0
																						0
																						0
																						0
																						0
0%	0%	Total Hours Worked					0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LEAVE Time

Code	Hours	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	Total
COMP	330															0
HOLIDAY	322															0
ANNUAL	300															0
SICK	310/311															0
LWOP	640															0
Jury Duty	350															0
Total Leave Hours		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Pay Period Totals

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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NETWORK F/SNE Time

Code	Hours	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	Total
# Hours **Management																0
# Hours **Direct																0
Total F/SNE Hours		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

I certify that the hours above represent, to the best of my knowledge, an accurate record of the time that I have devoted to the identified position(s) as per ADHS policies and procedures.

NOTE: Due to Timekeeper, when signing, time sheet, Due to Financial Officer, when signing, before close of business, LAR will not be processed without Signatures.

Employee Signature Date

Supervisor Signature Date

BNF Financial Accountant Date





Coordination and Collaboration Requirements

- To enhance effectiveness of nutrition education across programs.
- To achieve the common mission and vision with all collaborators.
- Documentation and descriptions of coordination efforts should be identified within Contractors work plan
- Contractor must describe the relationship and define the plans to coordinate the provision of services with other organizations
- Contractor should formalize these relationship through evidence of documentations such as letters of support or commitments, contractual and Memorandums of agreements when funds are involved .
- All contractual documents must be available for inspection upon request



Memorandum of Agreement (MOA)

- Good to have formal agreements through a MOA.
- This is recommended. It is not a requirement.

Memorandums of Understanding (MOU)

- MOU continue are also not required.

Trainings & Meetings

- Two Partner Meetings
- One Policy and Procedure Training
- Required attendance by at least one program



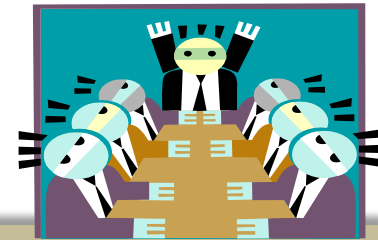
Qualifying Sites and Exclusivity Waivers

- ADHS AzNN Template Provided
 - Site Type, Site Name, Address, Low Income Documentation (qualifying data), and estimated reach
- At least 50% of participating persons should have income at or below 185% of the FPL
- May be submitted anytime throughout the year
 - Sites must be approved before you provide services
- Submit to your PDS for processing.

Civil Rights Compliance

REMINDER

- Contractors must have a civil rights policy that includes annual training
- Two options for training
 - Administered by Contractor's agency
 - Accessed on AZNN website (available under Contractors section- titled CLAS)
- State AzNN will monitor program records for compliance



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